



David A. DiMarzio
Clerk of Court

UNITED STATES DISTRICT COURT
District of Rhode Island

Robert R. Henry
Chief Deputy Clerk

Welcome to the jury panel of the United States District Court for the District of Rhode Island. We hope you will find your term of jury service an interesting and satisfying experience.

You will receive a briefing and be shown a film explaining your duties and responsibilities either as a **Grand Juror** or a **Petit Juror**.

Those Jurors brought in as Grand Jurors but not selected to serve on the Grand Jury, automatically become Petit Jurors.

Please do not bring your cell phones, pocket knives, small scissors, or anything that can be used as a weapon, as these items are not allowed in the Courthouse without prior approval, and must be surrendered upon your arrival. Our Court Security does not have the storage space to hold these items for you while you are attending court. Your understanding and cooperation is appreciated.

Location - We are located in the John O. Pastore Federal Building, United States Post Office, 2 Exchange Terrace at Kennedy Plaza. The train station and bus station are within walking distance. Directions and map are included in this packet.

Facilities - You will report to the 3rd floor, room 302. There are public telephones available in the lobby on the ground floor and in the hallway on the 3rd floor. Restrooms and refreshment machines are located on the second floor.

Parking - There is no street parking in Kennedy Plaza. Several commercial parking lots are located near the Court. You may use any parking lot or garage you choose. You will be reimbursed for your parking fee by submitting the parking stub or receipt to the Jury Clerk, (maximum allowable is \$10.00). ***You will receive this payment when you receive your attendance fee at a later date.***

Attire - Jurors should report neatly dressed. No jeans, sandals, shorts, or halter tops. Men are required to wear a shirt with a collar. Please use your discretion in the choice of proper attire. ***No objectionable pictures, writings, or logos on clothing please.***

Payment - A ***\$40.00 attendance fee*** is paid for each day you report for duty, whether or not you are selected to serve. ***\$.345 per mile round trip*** from your home to the Courthouse is allowed as reimbursement for your travel expense. If the exact mileage is unknown, please estimate as closely as possible. Please check your mileage so that your reimbursement will be fair. You will also be reimbursed for any bridge or ferry tolls you may have incurred, ***but not for taxi fares***. These provisions are established by law and are not determined by the Court. We do not provide bus passes (your allowable mileage covers your bus fare). Jury checks are normally processed and mailed out each Friday.

Reporting for Duty - Jury duty can commence early in our Court, and it is critical that you report on time. Due to the volume of cases scheduled and because no juror will be dismissed until all the judges have selected their juries, you should allow a full day for jury service.

Term of Service - Typically, you should plan on being with us only for the date indicated on the summons. If you are selected to serve on a jury, the case will not usually begin the same day and you will be given instructions to report at a later date. There are instances however, when the trial will begin on the same day as jury selection. Petit Jurors serve for a period of four (4) months. During these four months, plan to appear approximately 10-12 days. Your service will not begin until you actually report for duty. Grand Jurors serve for a period of six (6) months (usually one day per month), but this time period is subject to extension.

To persons who are hearing impaired or who have other communication disabilities, please call the Jury Office as soon as possible for instructions and or assistance.

Inclement Weather - If the weather is such that travel is hazardous, an announcement will be made on the following radio and television stations if the "U.S. District Court" or "Federal Court" is closed.

***WPRO - 63AM
WHJJ - 920AM***

***WSNE - 93.3 FM
WWLI - 105 FM***

***WLNE - TV - Channel 6
WJAR - TV - Channel 10
WPRI - TV - Channel 12***

Jurors who fail to report for jury duty and who are not excused by the Court may be served a "show cause order" by the U.S. Marshal Service. Those jurors will be ordered to appear before the Court to show cause why they should not be held in contempt of the Jury Service and Selection Act. Contempt penalties range from a fine of not more than \$100 to three days imprisonment, or both. Title 28 U.S.C.. Section 1866(g).

If you have additional questions in connection with your service in this Court, please feel free to contact the Jury Administrator at the following telephone numbers:

***Jury Administrator: 752-7233
752-7249***

Jury Clerk: 752-7232

Fax: 752-7251 Jury Bulletin Board:

***DAVID A. DIMARZIO
Clerk of Court***

FREQUENTLY ASKED QUESTIONS (FAQs)

FAQ - Do I report to Jury Duty the day after jury selection?

A. No, unless you are selected on a case and the case is beginning the day, or the court instructs you to report

FAQ - Do I have to cancel my doctors appointments, vacations, or other important matters now that I am a Juror?

A. In most cases, no. We will attempt to work around your schedule as long as you have informed us of your schedule.

FAQ - How much time in advance will I be notified of Jury Duty?

A. We attempt to provide you with at least 10 days written notice. However, on occasion we do have

short notice summons when we will contact potential jurors by phone with very little time before reporting.

FAQ - What happens If I am unable to attend jury duty when summoned?

A. Contact us at your earliest either by fax or by mail as we require a written request for any excusal or postponement